

CHIEF OF FIRE COMMUNICATIONS

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the major responsibilities of which are the directing of the operations of the Fire Communications Division and the supervision of all employees assigned to the division. The Chief of Fire Communications reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures and policies. The incumbent of this class provides for the maintenance of division records and reports. The Chief of Fire Communications operates with a high degree of independence and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes, assigns and directs the operations of the Fire Communications Division with respect to employees and equipment. Recommends management policies, goals and objectives to a superior officer in order to improve division operations. Observes and conducts inspections of division operations, equipment and personnel. Evaluates the effectiveness of operations and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department.

Supervises all subordinate dispatching personnel assigned to the Fire Communications Division. Delegates authority and assigns work or duty areas to subordinates. Approves leave and assigns work schedules, ensuring that shifts are properly manned. Evaluates employee's work performance and writes employee evaluation reports. Resolves employee complaints and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews. Conducts interviews with prospective employees and makes recommendations for hiring.

Supervises the operation of the communications system, including CAD, to ensure that proper procedures are being followed. Receives and supervises the handling of emergency and non-emergency calls. Supervises subordinates as they determine unit to be dispatched, reply to radio requests for information from emergency units and track the location and condition of firefighting equipment and crews at all times. Notifies

specified officers, special units and designated agencies of all working fires and emergency situations. Supervises subordinates to ensure that information is entered into computer system using appropriate codes and signals. Enforces division compliance with FCC regulations. Prepares training materials and personally conducts formal or on-the-job training in the operation of communications equipment and dispatch procedures.

Supervises the preparation and maintenance of division records and reports by reviewing reports completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve efficiency of documentation. Compiles and analyzes data needed for reports. Keeps records and writes reports concerning division operations. Personally completes any forms or records required.

Performs and supervises the testing of fire radios, fire telephones, bell alarms and public address systems to ensure proper readiness for service. Conducts and supervises testing of recording system equipment. Checks back-up power system to ensure that it is ready for operation. Supervises the general care, maintenance and use of communications equipment and provides for the repair of any malfunctioning equipment. Inspects equipment after repairs to see that repairs were properly accomplished. Orders, stores and disburses all supplies and equipment needed by the division. Assists in gathering information to be used in compiling budgets and prepares expenditure estimates. Writes specifications for the purchase of new communications equipment.

Participates in conferences, conventions and other educational meetings. Keeps informed on local trends and modern fire service administrative practices that may impact the department. Recommends changes in department operations that will help the city obtain favorable fire insurance ratings.

Answers questions regarding communication division procedures and handles complaints from the public concerning problems in the communications division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this

class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess at least five (5) years of full-time experience in operating fire department communications equipment with a paid fire department.